PURPOSE

Using TRRMS and guidance for IIADT Orders

* The practice of manually preparing IIADT Orders per MCO 1001R.54_, using Enclosures (2) or (3) is no longer permitted. An official change to the MCO is pending.

* All IIADT Orders must be prepared utilizing the Reserve Order Writing System (ROWS).

* This presentation will provide the administrator with some basic guidance to enable IIADT Orders preparation via ROWS until permanent program functionality is implemented.

Contact MCRSC for assistance with gaining ROWS access, or for program/technical questions.

REQUEST PROCESSING DEADLINES

* All requests for IIADT scheduling must be submitted to CMC(RAP) at least 45 days prior to a course's report date. Orders must be submitted in ROWS within 5 days of confirmation being received that school dates have been locked on in BNA (By Name Assignments).

- This is vitally important when the course is conducted at an other service training command/installation.

* The following are examples when exceptions to the above processing deadlines might be granted;

- Limited number of classes being conducted, and the most recent class set to convene meets the Marine's availability.

- An available seat in a limited class would otherwise go unfilled.

- The final class for the FY will convene less than 45 days.

WHAT IS ‘TRRMS’?

* ‘Training Requirements & Resource Management System’ (TRRMS) is a web enabled research tool accessible by ALL Marines.

* The parent command is in a much better position to verify the individual’s attendance availability dates for the appropriate IIADT increment remaining (MCT or MOS School).

* The unit level training chief can view potential class dates via TRRMS, then contact CMC(RAP) to confirm IIADT quota vacancy.

* CMC(RAP) will schedule the training assignment via the By Name Assignment (BNA) system if a seat is available and approved.

RESEARCHING YOUR OWN TRAINING ASSIGNMENTS

Follow these simple instructions to begin using TRRMS for all your IIADT researching and scheduling needs.

1. Access TRRMS at the following URL:

https://tims.tecom.usmc.mil/pls/public/trrms.main.html

a. Click the 'TQM/Schedules' tab.

b. Click the 'View Allocations' button.

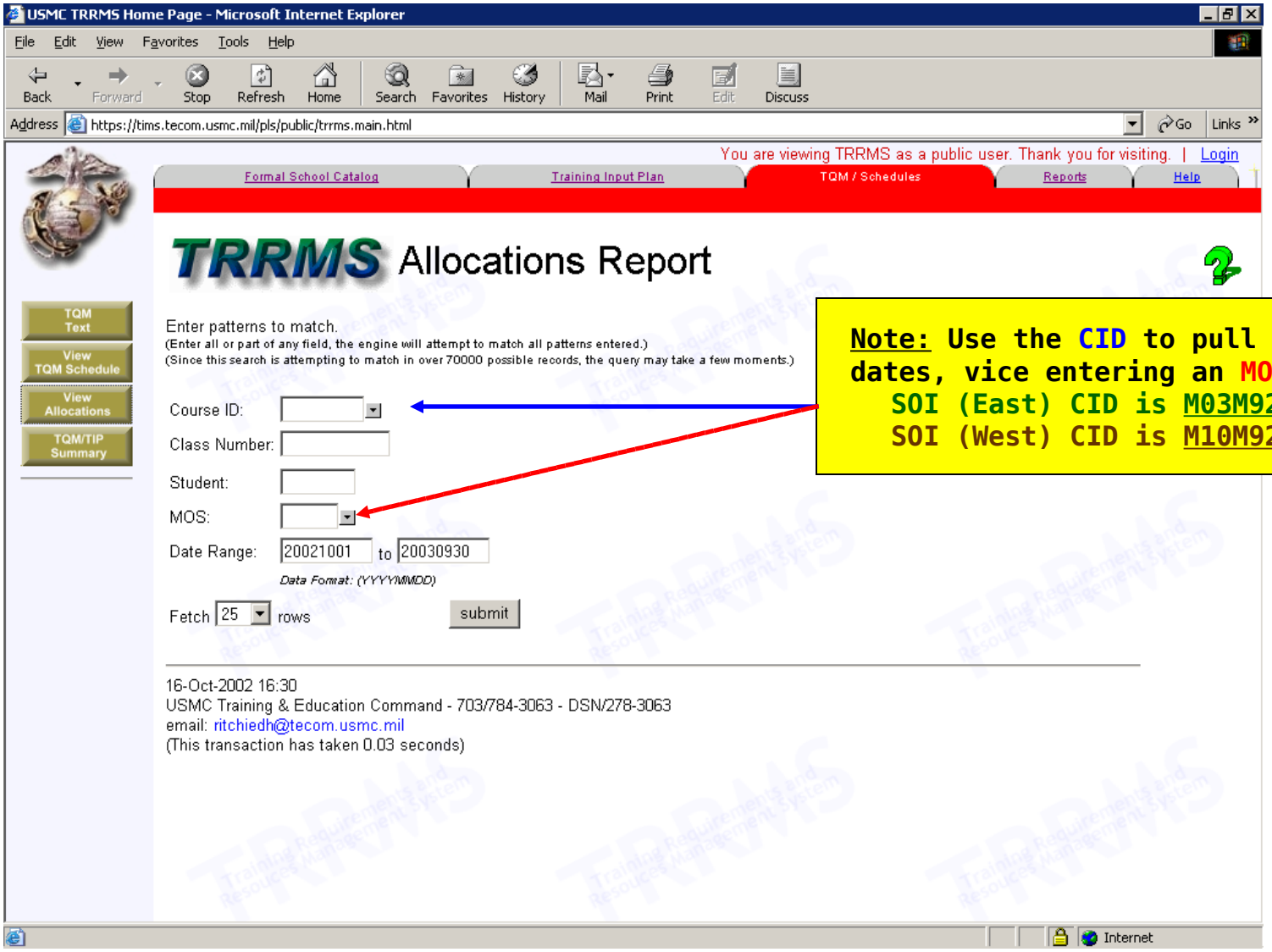
(1) Go to the 'MOS' block. Enter the MOS desired either manually typed or using the drop down selection menu. Use the Course ID (CID) Block, vice MOS to find MCT dates.

(2) Adjust 'Date Range' for a specific availability period or use the default dates to view an entire FY schedule as needed.

(3) Adjust 'Fetch Rows' to include the entire FY, or leave at the default 25 as needed.

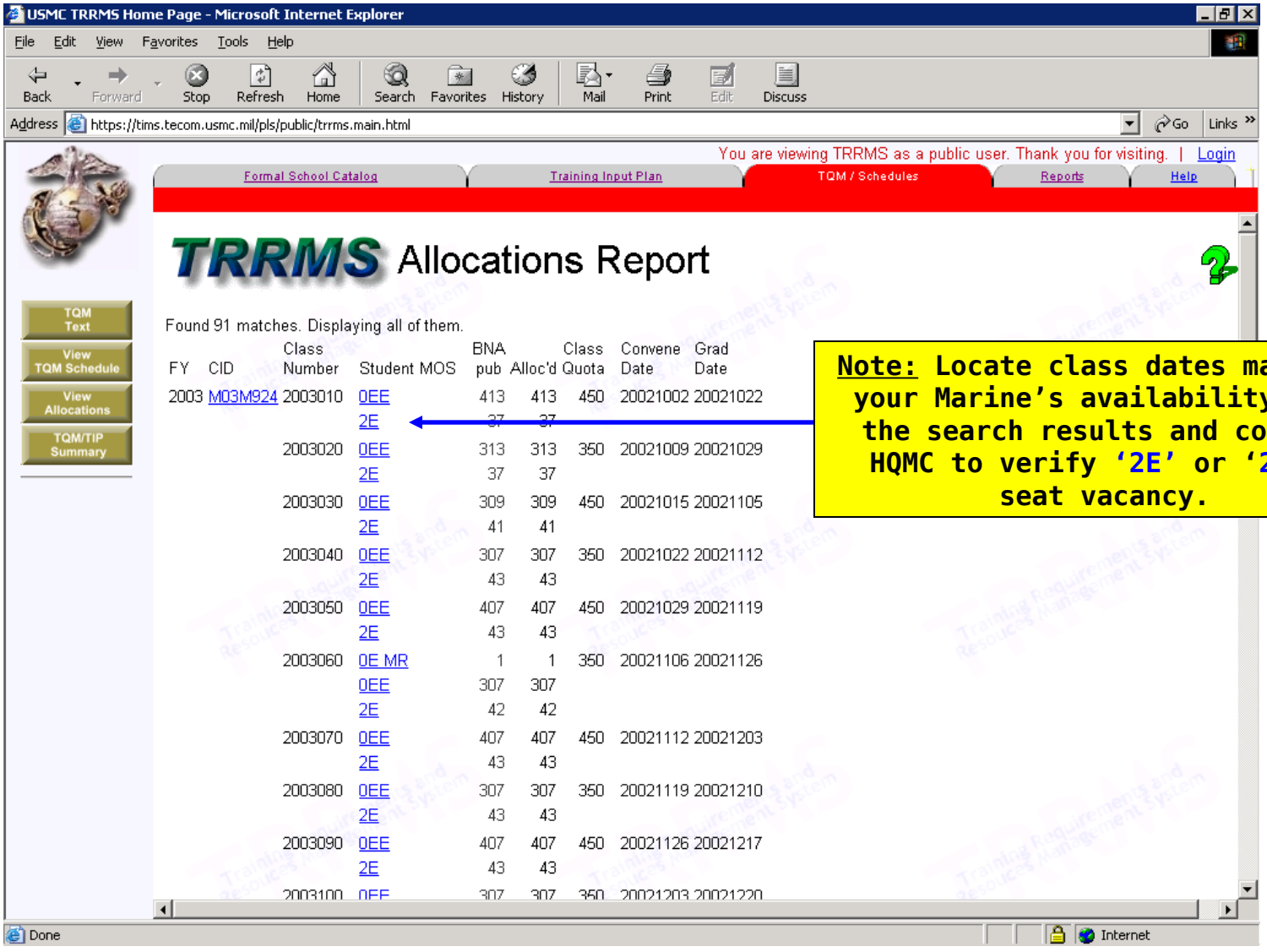
c. Verify a '2E2' student type is designated for that potential class.
Note: Contact CMC(RAP) for availability if only a '2E' type seat is shown.

d. Contact CMC(RAP) to confirm quota vacancy and request action.


USMC TRRMS Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://tims.tecom.usmc.mil/pls/public/trrms.main.html
Go Links
You are viewing TRRMS as a public user. Thank you for visiting. | Login
Formal School Catalog
Training Input Plan
TQM / Schedules
Reports
Help
TRRMS Allocations Report
TQM Text
View TQM Schedule
View Allocations
TQM/TIP Summary
Enter patterns to match.
(Enter all or part of any field, the engine will attempt to match all patterns entered.)
(Since this search is attempting to match in over 70000 possible records, the query may take a few moments.)
Course ID:
Class Number:
Student:
MOS:
Date Range: 20021001 to 20030930
Data Format: (YYYYMMDD)
Fetch 25 rows
submit
16-Oct-2002 16:30
USMC Training & Education Command - 703/784-3063 - DSN/278-3063
email: ritchiedh@tecom.usmc.mil
(This transaction has taken 0.03 seconds)
Internet

Note: Use the CID to pull MCT dates, vice entering an MOS #.
SOI (East) CID is M03M924
SOI (West) CID is M10M922

(Example of TRRMS Website)


USMC TRRMS Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://tims.tecom.usmc.mil/pls/public/trrms.main.html
Go Links
You are viewing TRRMS as a public user. Thank you for visiting. | Login
Formal School Catalog
Training Input Plan
TQM / Schedules
Reports
Help
TRRMS Allocations Report
TQM Text
View TQM Schedule
View Allocations
TQM/TIP Summary
Found 91 matches. Displaying all of them.
FY CID Class Number Student MOS BNA pub Alloc'd Quota Convene Date Grad Date
2003 M03M924 2003010 0EE 413 413 450 20021002 20021022
2E 37 37
2003020 0EE 313 313 350 20021009 20021029
2E 37 37
2003030 0EE 309 309 450 20021015 20021105
2E 41 41
2003040 0EE 307 307 350 20021022 20021112
2E 43 43
2003050 0EE 407 407 450 20021029 20021119
2E 43 43
2003060 0E MR 1 1 350 20021106 20021126
0EE 307 307
2E 42 42
2003070 0EE 407 407 450 20021112 20021203
2E 43 43
2003080 0EE 307 307 350 20021119 20021210
2E 43 43
2003090 0EE 407 407 450 20021126 20021217
2E 43 43
Done
Internet

Note: Locate class dates matching your Marine's availability from the search results and contact HQMC to verify '2E' or '2E2' seat vacancy.

(Example of TRRMS 'Allocation Report' search results)

REQUEST SUBMISSION

Submit the following information to CMC(RAP) via e-mail to RAP@MANPOWER.USMC.MIL for assistance.

(Sample IIADT E-Mail Request Format from I-I Stf)

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1. I-I Stf Lincoln Park (RUC 14666) confirmed IIADT quota "2E2" vacancy for each class via (e-mail/PHONCON) with (HQMC POC) on (DATE).

2. The following information is submitted to support the requested action.

RANK	NAME	SSN (LAST 4)	QSN	MOS/MCT	CID	CLASS
LCPL	YZERMAN, S. C.	6789	114666001	MCT	M03M924	200X150
PFC	SHANNAHAN, B. R.	4321	114666002	MCT	M03M924	200X150
LCPL	HULL, B. C.	9123	214666015	0151	M03ABA1	200X080
PFC	MCCARTY, D. R.	3456	214666020	5811	A16RF33	200X090

3. Point of contact this command is SSgt Chelios at (313)555-2002.

BNA CONFIRMATION

CMC(RAP) will reply to your request with the BNA scheduling confirmation for each Marine specified.

(Sample of confirmation from CMC(RAP) with a Marine's BNA schedule)

```
G1505O66                          BY NAME ASSIGNMENT                        SI= G1505M67
16:37:02.3                          VIEW A STUDENT                              20021001


   MID              LNAME                    FNAME       MI   RNK    MOS      COMP
        AFADBD       EAS         DOR       LSVC    MCC     RUC      IMOS     SEX
-------------------------------------------------------------------------------------
 XXXXXX6789   YZERMAN                      STEVE       C    E3     0151      K4
       20001104   20030328   20020902      6      CUP    14666    0000      M
-------------------------------------------------------------------------------------
                                                                  COMP    COMP    VAL
   TQM          CLASS#     CONVDT     GRADT     RNK SOURCE RS  FLAG    DATE    FLAG
M03M924/2003  200X150    20030605  20030625  E2  2E2
```

ROWS ORDERS PREPARATION

* The Marine's IIADT orders may be prepared via ROWS as soon as you have received CMC(RAP) confirmation of scheduling.

* Standard orders preparation rules and procedures apply.

IIADT ORDERS SPECIFIC GUIDANCE

* Type of active duty orders will be "MOS SCHOOLS"
* PER DIEM AND/OR POV TRAVEL ARE NOT AUTHORIZED FOR IIADT ORDERS
* Funding sources are;
  - Tab 'Select a command' = (C) CMC
  - Tab 'Select a funding source' = RAP 15631 235 IIADT
  - Tab 'Select a fund approver' = CMC CMC (RAP)
* Must add Non-standard paragraphs to include specific IIADT instructions (See next slide).

NON-STANDARD PARAGRAPH

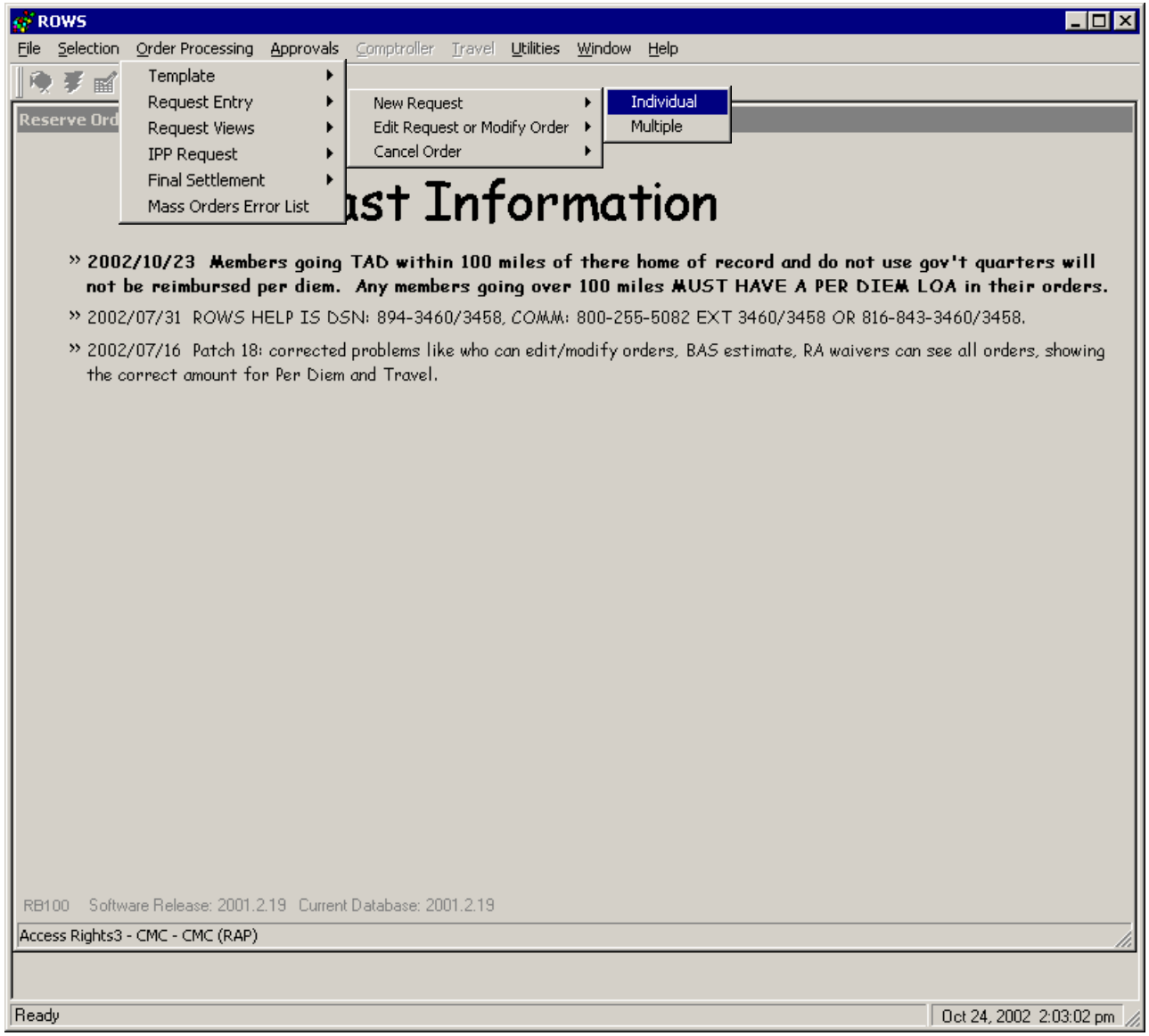
Ensure the following information is included using the Non-Standard paragraph function:

1) "This increment of IADT is for formal school training to qualify for MOS (####). Your QSN is (#########). You are entrusted with hand carrying and safe guarding your service records both to and from this period of IADT IAW MCO P1070.12_. Component Code is 'K2' for active duty over 30 days."

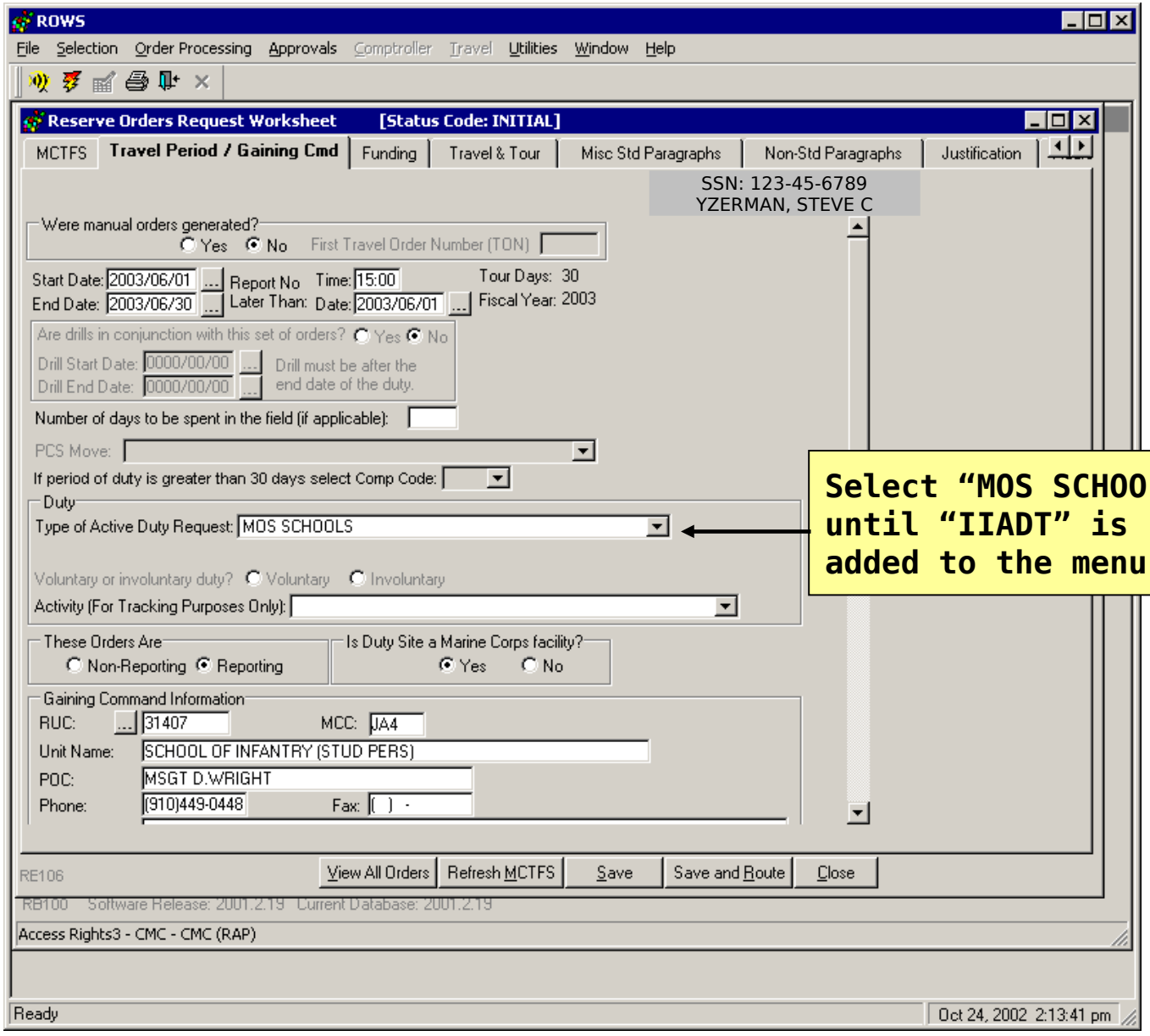
*** Substitute 'This increment of IADT is for Marine Combat Training attendance.' when applicable.**

2) "The training command shall request disposition instructions from CMC(RAP) via e-mail to RAP@MANPOWER.USMC.MIL if circumstances arise and you are unable to complete your increment of IADT as ordered. You will be disenrolled by the cognizant commander, with notification sent to CMC(RAP) and your parent reserve unit, if you fail to satisfactorily complete your scheduled training."

3) "You will be released from IIADT and returned to your parent reserve unit after successful initial skill training completion. The Marine Corps activity effecting this release will issue you a DD Form 214, NAVMC 11060, and ensure a separation physical screening is administered."

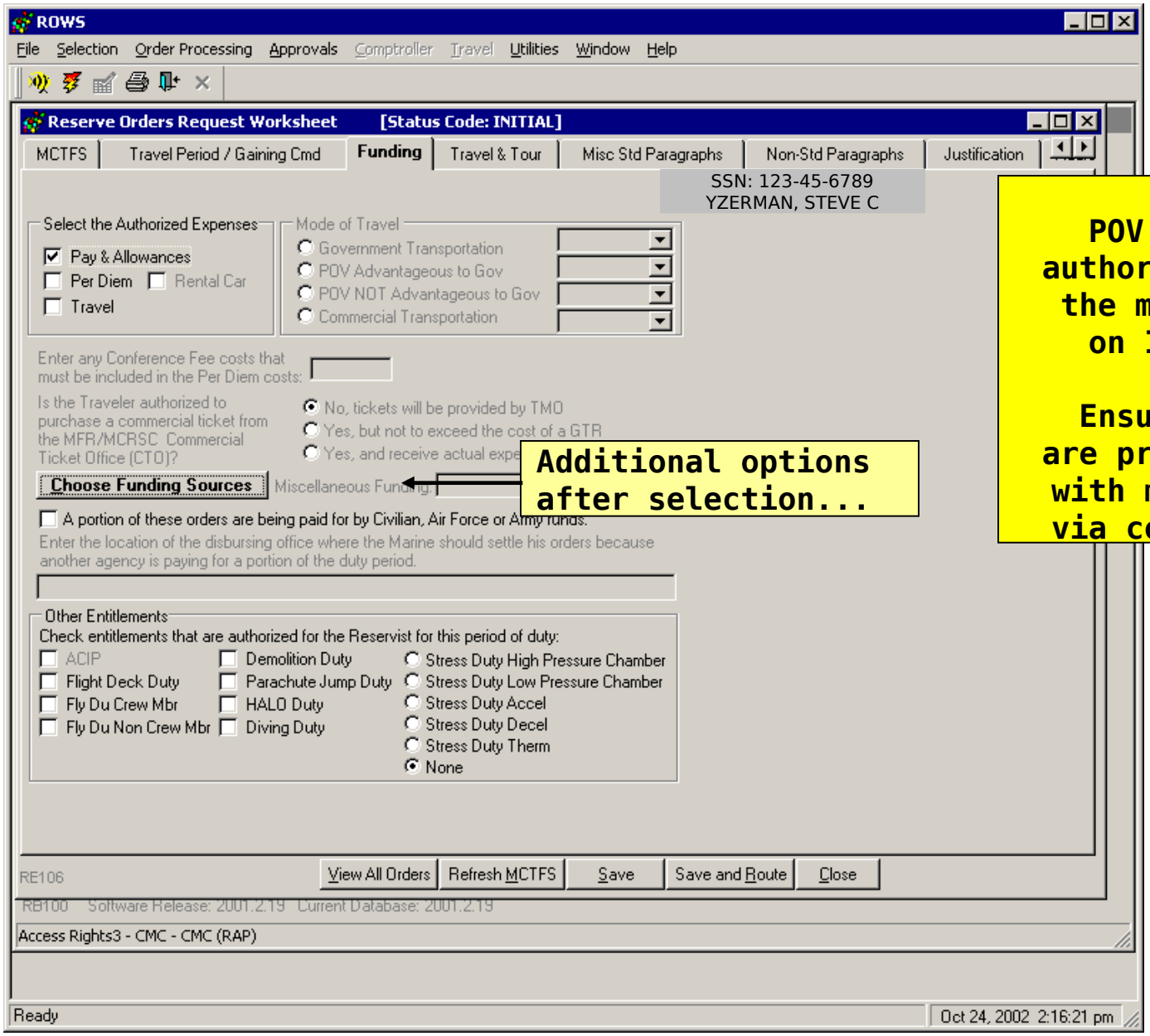

ROWS
File Selection Order Processing Approvals Comptroller Travel Utilities Window Help
Template
Request Entry
Request Views
IPP Request
Final Settlement
Mass Orders Error List
New Request
Edit Request or Modify Order
Cancel Order
Individual
Multiple
Reserve Ord
ast Information
» 2002/10/23 Members going TAD within 100 miles of there home of record and do not use gov't quarters will not be reimbursed per diem. Any members going over 100 miles MUST HAVE A PER DIEM LOA in their orders.
» 2002/07/31 ROWS HELP IS DSN: 894-3460/3458, COMM: 800-255-5082 EXT 3460/3458 OR 816-843-3460/3458.
» 2002/07/16 Patch 18: corrected problems like who can edit/modify orders, BAS estimate, RA waivers can see all orders, showing the correct amount for Per Diem and Travel.
RB100 Software Release: 2001.2.19 Current Database: 2001.2.19
Access Rights3 - CMC - CMC (RAP)
Ready
Oct 24, 2002 2:03:02 pm

(Sample of opening an individual orders request via ROWS)


ROWS
File Selection Order Processing Approvals Comptroller Travel Utilities Window Help
Reserve Orders Request Worksheet [Status Code: INITIAL]
MCTFS Travel Period / Gaining Cmd Funding Travel & Tour Misc Std Paragraphs Non-Std Paragraphs Justification
SSN: 123-45-6789
YZERMAN, STEVE C
Were manual orders generated? Yes No First Travel Order Number (TON)
Start Date: 2003/06/01 Report No Time: 15:00 Tour Days: 30
End Date: 2003/06/30 Later Than: Date: 2003/06/01 Fiscal Year: 2003
Are drills in conjunction with this set of orders? Yes No
Drill Start Date: 0000/00/00
Drill End Date: 0000/00/00
Drill must be after the end date of the duty.
Number of days to be spent in the field (if applicable):
PCS Move:
If period of duty is greater than 30 days select Comp Code:
Duty
Type of Active Duty Request: MOS SCHOOLS
Voluntary or involuntary duty? Voluntary Involuntary
Activity (For Tracking Purposes Only):
These Orders Are Non-Reporting Reporting
Is Duty Site a Marine Corps facility? Yes No
Gaining Command Information
RUC: 31407 MCC: JA4
Unit Name: SCHOOL OF INFANTRY (STUD PERS)
POC: MSGT D.WRIGHT
Phone: (910)449-0448 Fax: ( ) -
RE106
View All Orders Refresh MCTFS Save Save and Route Close
RB100 Software Release: 2001.2.19 Current Database: 2001.2.19
Access Rights3 - CMC - CMC (RAP)
Ready
Oct 24, 2002 2:13:41 pm

Select "MOS SCHOOLS" until "IIADT" is added to the menu.

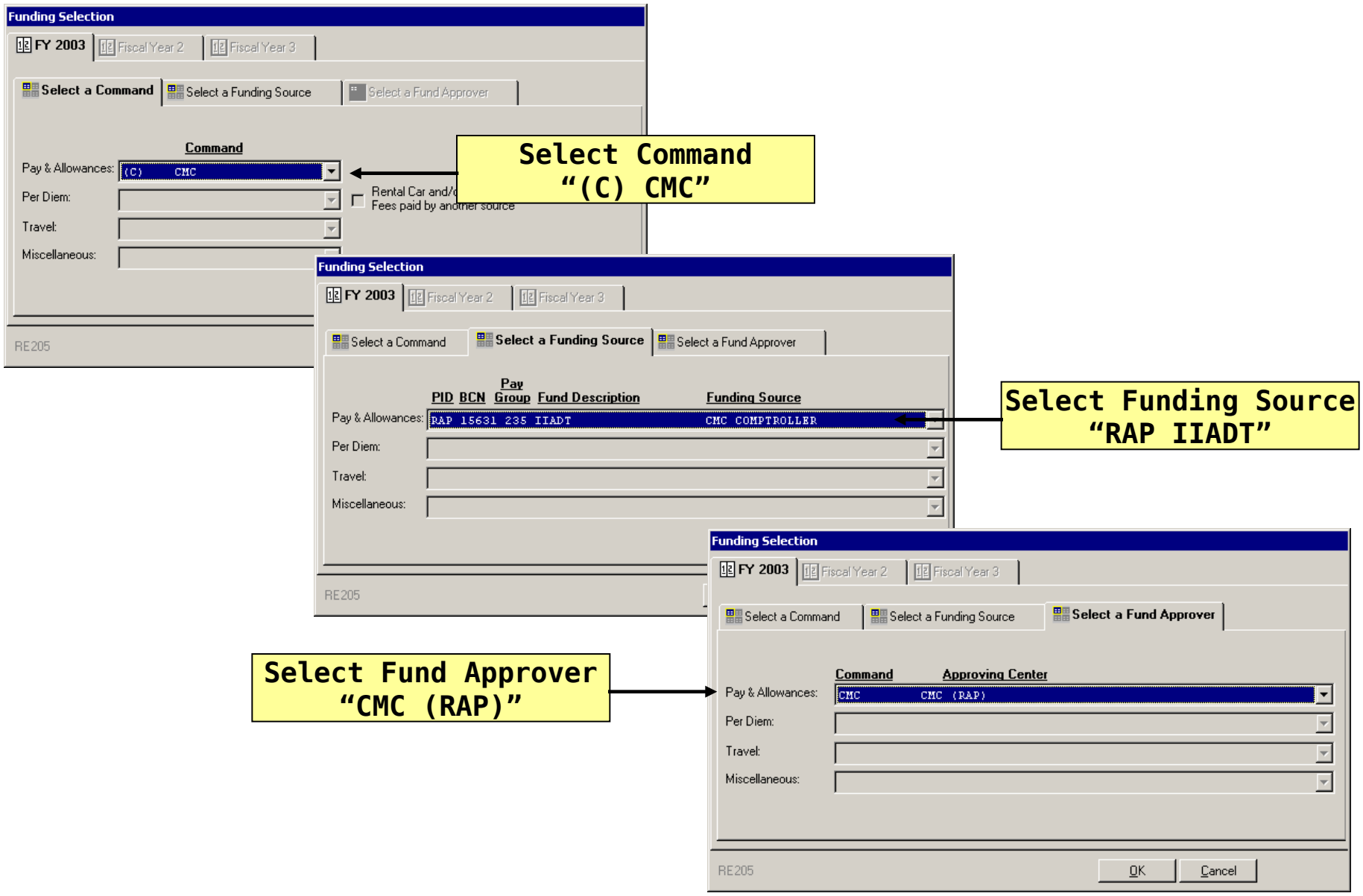
(Ensure the 'Type of active duty' is correctly selected)


ROWS
File Selection Order Processing Approvals Comptroller Travel Utilities Window Help
Reserve Orders Request Worksheet [Status Code: INITIAL]
MCTFS Travel Period / Gaining Cmd Funding Travel & Tour Misc Std Paragraphs Non-Std Paragraphs Justification
SSN: 123-45-6789
YZERMAN, STEVE C
Select the Authorized Expenses
Pay & Allowances
Per Diem Rental Car
Travel
Mode of Travel
Government Transportation
POV Advantageous to Gov
POV NOT Advantageous to Gov
Commercial Transportation
Enter any Conference Fee costs that must be included in the Per Diem costs:
Is the Traveler authorized to purchase a commercial ticket from the MFR/MCRSC Commercial Ticket Office (CTO)?
No, tickets will be provided by TMO
Yes, but not to exceed the cost of a GTR
Yes, and receive actual expe
Choose Funding Sources
Miscellaneous Funding:
A portion of these orders are being paid for by Civilian, Air Force or Army funds.
Enter the location of the disbursing office where the Marine should settle his orders because another agency is paying for a portion of the duty period.
Other Entitlements
Check entitlements that are authorized for the Reservist for this period of duty:
ACIP
Flight Deck Duty
Fly Du Crew Mbr
Fly Du Non Crew Mbr
Demolition Duty
Parachute Jump Duty
HALO Duty
Diving Duty
Stress Duty High Pressure Chamber
Stress Duty Low Pressure Chamber
Stress Duty Accel
Stress Duty Decel
Stress Duty Therm
None
RE106
View All Orders Refresh MCTFS Save Save and Route Close
RB100 Software Release: 2001.2.19 Current Database: 2001.2.19
Access Rights3 - CMC - CMC (RAP)
Ready
Oct 24, 2002 2:16:21 pm

Additional options after selection...

Note:
POV will not be authorized by HQMC as the mode of travel on IIADT Orders.

Ensure the orders are prepared for GTR with mode of travel via commercial air.


Funding Selection
FY 2003
Fiscal Year 2
Fiscal Year 3
Select a Command
Select a Funding Source
Select a Fund Approver
Command
Pay & Allowances:
(C) CMC
Per Diem:
Travel:
Miscellaneous:
Rental Car and/
Fees paid by another source
RE205
Select Command
"(C) CMC"
Funding Selection
FY 2003
Fiscal Year 2
Fiscal Year 3
Select a Command
Select a Funding Source
Select a Fund Approver
PID BCN
Pay Group
Fund Description
Funding Source
Pay & Allowances:
RAP 15631 235 IIADT
CMC COMPTROLLER
Per Diem:
Travel:
Miscellaneous:
RE205
Select Funding Source
"RAP IIADT"
Funding Selection
FY 2003
Fiscal Year 2
Fiscal Year 3
Select a Command
Select a Funding Source
Select a Fund Approver
Command
Approving Center
Pay & Allowances:
CMC
CMC (RAP)
Per Diem:
Travel:
Miscellaneous:
RE205
OK
Cancel
Select Fund Approver
"CMC (RAP)"

ORDERS COMPLETE

* Contact CMC(RAP) when the IIADT orders are drafted in ROWS and pending fund approval.

* Each set of IIADT Orders will be reviewed by CMC(RAP) and approved, or returned for corrective action as appropriate.

* The unit may then take action to procure the Government Transportation Request (GTR), and complete any further administrative preparation once CMC(RAP) approval is received.

ORDERS CANCELLATION

* Contact CMC(RAP) immediately when a Marine cannot execute scheduled IIADT orders.

  - Include justification for the cancellation.

  - Provide an alternate training attendance period at the time of cancellation for rescheduling.

* Marines that cancel the required FY increment of training without scheduling a make-up are in violation of MCO 1001R.54_ and may lose HQMC funding for future IIADT orders.

* A Marine will be flagged “DID NOT ATTEND” in BNA when attendance is withdrawn under 5 working days of the report date as it’s too late for HQMC to recoup the seat.

Contact CMC(RAP) for questions or assistance via e-mail to:

RAP@MANPOWER.USMC.MIL

Semper Fidelis